



Department of
Children's Services

Storyboard

Adoption-Entering Adoption Finalization and Case Closure

This storyboard demonstrates how to enter an Adoption Case finalization and case closure in TFACTS.

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Pre-Finalization Tasks to Complete

The following tasks must be completed **prior to finalizing** an Adoption:

- The child's current placement in the adoptive home and the **Intent to Adopt** date must be recorded in the **Placement** record.
- The **Petition to Adopt** pleading in the **Case Court Actions** screens must be entered.
- Submit the request for **Putative Father** for finalization as soon as possible, but at least 10 days prior to filing of the Petition to Adopt (see DCS policy 15.4) in the Putative Father Registry Search Requested screen. Use Form#CS0435 on the server.
- The CWB Worker and the Adoption Specialist will work in conjunction to complete the **Subsidy Eligibility Determination**.
- The **Confidential Court Report** form (in **TFACTS**) must be completed & routed to supervisor for approval.
- The **Confidential Court Report** form (found on the server) must be printed to submit to court.
- The **Consent to Adopt** Form#CS-0815, found on the server, must be printed.
- Enter a **Court Hearing** in **Case Court Actions** with **Hearing Type** of **Adoption Finalization**. Link the **Adoption Finalization** court order to the existing **Adoption Finalization** court hearing. Upon entry of the Adoption Finalization Court Order, end the child's **Legal Status** of **Full Guardianship** with a **Termination Date** and **Termination Reason of Adoption**.

All **Unresolved Items for Closure** must be resolved including the following:

- AFCARS adoption elements have been entered for each adopted child.
- All open Case Services have been authorized and end dated.
- There are no unfinished work items, such as pending safety assessment, draft status Case Recordings, Legal Status without termination date, etc.

NOTE: If any of the required items are not completed, you must correct those items in the child's Adoption Case and perform the validation again. Repeat this process until all required information is complete and you receive this message:

The screenshot shows the 'Adoption Case Closure Validation Details' section of the TFACTS interface. A red box highlights a message box that reads: 'There are no unresolved items to be completed for this case; you may submit this case for approval to close the case.' Below this message is a 'Submit for Approval' button. The top of the screen shows the breadcrumb 'Case > Workload > Case Overview > Placement/Finalization/Case Closure' and case details: 'Case ID: 7', 'Case Name: Bi...', 'Case Status: Open', and 'Organization:'. A 'Close' button is at the bottom left.

Continue to the next sub topic

Finalizing an Adoption Case

Navigate to the Adoption Case

- On the **TFACTS Home** tab, the **Workload** screen displays.
- Choose the appropriate child's name on the **Workload**.
- Click the **arrow** by the case type.
- Click the **Select** link to display the case.

- TFACTS opens to the **Case Overview** screen. Click the **View Case Details** link.

- The **Case Information** screen displays, click the **Finalization/Case Closure** tab.

- The **Adoption Finalization Information** screen displays, click the **Add Adoption Finalization Information** button to add finalization information.

- The **Child for Adoption Placement/Finalization Details** screen displays, select the **Child Name** from the drop down list.
- Click **OK**.

The **Adoption Finalization Details/Case Closure** screen displays.

- The **Child's Pre-Adoptive Information** auto-populates on the left side of the screen which displays the child's existing **Name**, **DOB**, **SSN**, and **Address**. This information on the left cannot be updated from this screen.
- The **Child's Adoptive Information** on the right side of the screen contains free text fields where the child's adoptive information can be entered.
- The **SSN** can now be entered on the **Child Adoptive Information** (previously TFACTS would not allow it).
- The **Child Adoptive Information** address (on the right) is auto-populated from the placement section where the **Intent to Adopt** is chosen.

NOTE: The **Copy to Adoptive Information** button is **not** used in most instances, since the **Child's Adoptive** address is usually different from the **Pre-Adoptive** address. The copy function will override the **Intent to Adopt** address that populates on the **Child' Adoptive Information**, which would be incorrect.

Complete the following fields in the **Adoption Information** fields:

- **All Recruitment Activity Ended**-Yes or N/A
- **Date of Full Disclosure** date
- **Adoption Assistance Application Signed**-checkbox

NOTE: Other fields, such as **Intent to Adopt**, will auto-populate and cannot be updated from this screen.

- Click **Apply**.

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Finalization Checklist

Complete the following fields or checkboxes (if applicable) in the **Finalization Checklist** section.

- **Petition to Adopt Filed Date** (is a system generated date and may not always be correct as it is based on what the court petition has listed as the date).
- **Putative Father Registry Response Date**
- **Adoption Finalization Date**
- **Signed Consent to Adopt checkbox**
- **Confidential Court Report Completed**
- **Court Packet Completed**
- **Final Decree**
- **Adoption Assistance Agreement Signed**
- **Primary Factor for Special Need Determination**-select from drop down list
- Click **Save**.

Adoption Information:

Standard Eligible: N/A
 IV-E FC Eligible: N/A
 Adoption Subsidy Approved Date:
 Adoptive Homestudy Last Updated:
 All Recruitment Activity Ended: ☒ Yes ☐ N/A
 Date of Full Disclosure: 04/10/2015
 Intent to Adopt:
 Adoption Assistance Application Signed: ☒

Finalization Checklist:

Petition to Adopt Filed Date:
 Putative Father Registry Response Date: 04/10/2015
 Adoption Finalization Date: 04/20/2015
☒ Signed Consent to Adopt
☒ Confidential Court Report Completed
☒ Court Packet Completed
☒ Final Decree
 Adoption Assistance Agreement Signed: ☒ Yes ☐ N/A

Primary Factor for Special Need Determination:

Caucasian, age 9 or over
 Child has a medically diagnosed disability which substantially limits one or more major life activities, requires professional treatment, and assistance in self-care
 Child is part of sibling group of 2 or more placed together in one family, at the same time for the purposes of adoption
 Child is diagnosed to be mentally retarded by a qualified professional
 Child is diagnosed with a behavioral/emotional disorder characterized by inappropriate behavior or interferes with functioning
 Child is of minority heritage, age 2 years or over
 Child's life experiences include neglect, physical abuse and/or sexual abuse which rise to the level of severe abuse
 Child's life experiences include three (3) or more years in TN DCS state custody
 Child meets definition for a deferred subsidy
 Moderate to severe medical, physical, or psychological condition diagnosed by a licensed physician, psychologist or licensed mental health professional and requires treatment
 Not Applicable

Apply Save Cancel

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- TFACTS returns you to the **Finalization/Case Closure** tab.
- Click the **Approval/Restrict Record** link.

Case > Workload > Case Overview

Case Details **Members** **Finalization/Case Closure**

Case Header

Case ID: Case Name: S Case Status: Open Organization: I Region

Adoption Finalization Information

Validate Adoption Case Closure

	Child Name	Adoption Information Completed	Finalization Checklist Completed	
select	S	Yes	Yes	Approval/Restrict record

Add Adoption Finalization Information

Close

- TFACTS ensures the Adoption Case is complete and displays any missing information on the **Adoption Case Closure Validation Details** grid. Any unresolved items must be addressed before proceeding with case closure and submitting for supervisor approval. If no unresolved items are found, click on the **Submit for Approval** button to route to the supervisor.

Adoption Case Closure Validation Details

Unresolved Item(s) for Closure	Message
There are no unresolved items to be completed for this case; you may submit this case for approval to close the case	

Submit for Approval

Close

The **Validate Adoption Case Closure** link is then selected to begin the process of closing the case.

Adoption Finalization Information

Child Name	Adoption Information Completed	Finalization Checklist Completed	Approval/Restrict record
select Sx	Yes	Yes	Approval/Restrict record

[Validate Adoption Case Closure](#)

Add Adoption Finalization Information

Close

On the **Approvals** screen shown below, the closure is routed to the appropriate person to initiate the final closure.

Select from the drop down lists for the following fields:

- **Action**
- **Comments**-if applicable
- **Organization Category**
- **Organization**
- **Team**
- **Reviewers/Approvers**
- Click **Save**.

Home > Approvals

Process Approval

Work Item

ID: Type: CASE Reference: Task ID: Task Type: Adoption Case Closure Task Reference: Task Status:

Action: * Please Select An Action Immediate ☐

Comments:

Spell Check Clear 2000

Organization Category: Please Select an Organization Category

Organization Please Select An Agency

Team: Please Select a Team

Reviewers/Approvers: Please Select A Reviewer/Approver

Routing/Approval History

0 Result(s)

Date	Action	From	To	Status
No Records Found!				

Save Cancel

You have completed this storyboard